Terms of References for Senior Technical Officer - Nutrition

Background

Health Research and Social Development Forum (HERD) is a national non-government organization, established in 2004 to promote evidence, informed policies and practices for sustainable development in health, environment and social sectors to improve quality of life. We work closely with various stakeholders at local, regional, national and international level. Our working modality functions adopting 3E approaches of EFFICIENCY, EXECUTION and EMPOWERMENT.

HERD is seeking a **Senior Technical Officer - Nutrition** to be a member of research and programme team and support the planning and execution of various research projects/programmes related to nutrition, maternal and child health.

Purpose of the job

The Senior Technical Officer - Nutrition will be responsible to provide technical expertise for effective design and implementation of the nutrition related projects and programmes. S/he will be working closely with Senior Programme Manager and M&E Manager in leading and supporting the delivery of support to MSNP. S/he will guide, manage and monitor the facilitation of the nutrition projects to ensure achievement of quality results in a timely manner. S/he is will also expand partnerships as well as resources mobilisation; and oversee the technical operations. Under the guidance and leadership of the Senior Programme Manager and M&E Manager, key responsibilities of the Senior Technical Officer - Nutrition are as follows:

Core Functions

a) Provide technical leadership/support/facilitation in designing and implementation of nutrition, maternal and child health related projects

b) Provide technical input with regard to design, implementation, data analysis, report writing and developing research and policy briefs of research projects

c) Provide management support and oversight on planning and execution of activities at district level, monitoring, and evaluation, including leading the development of project technical reports

d) Maintain regular communication and conduct field visits to support district teams in performing regular tasks by providing technical knowledge and guidance

e) Ensure documentation of the processes and evidence of good practice for both internal and external learning

f) Coordinate with government authorities, line ministries and External Development Partners and develop linkages with relevant national and international organisations to coordinate activities on behalf of organisation

g) Take full responsibility of project risk management by analysing data, anticipating, identifying and mitigating risk factors

h) Support Senior Programme Manager to ensure efficient project management by ensuring value for money
i) Support M&E team in compilation and analysis of M&E data and support in developing M&E reports
j) Perform any other duties as assigned by the line manager

Contribution to HERD's research and policy engagement

a) Advise and contribute to the development of principles, policies and processes to guide HERD's engagement in research and programme partnerships
b) Advise and contribute to the development of research partnerships including assisting with funding proposals, contracting and other documentation
c) Advise and support staff managing research and programme activities within programming, to ensure quality research processes and outcomes where required

Organization Management and Leadership

a) Contribute to strengthening of organization's policies and strategies
b) Contribute to develop and strengthen human resource capacity in programme management unit
c) Contribute to an effective roll-out of HERD's programme planning, implementation and monitoring activities in coordination with other respective units
d) Provide strategic inputs in performing result-based achievement in order to ensure value for money
e) Facilitate to create synergies between and within teams and their members and key stakeholders/partners working with HERD
f) Guide and supervise the project/programme support team to ensure that project resources are applied efficiently and effectively to achieve project objectives within established timeframes and project plans
g) Participate and organize periodic meeting, seminar, workshop in-house and external and evaluate progress towards annual plan

Financial and Administrative activities

a) Contribute to implementation of HERD's financial and administrative policies and guidelines effectively and efficiently
b) Participate in the periodic staff meeting and regular project/programme team meetings
c) Provide support to the organization as required

Organisational Effectiveness

a) Contribute ideas and be innovative for the creation and continuation of efficient professional team
b) Manage planning and implementation functions based on approved plan with valuable suggestions for further planning
c) Contribute towards the development and growth of HERD by contributing in vision-setting, policy formulation, strategy development, process review and program evaluation

Reporting

The Senior Technical Officer - Nutrition will report to Senior Programme Manager and comply with the reporting requirements of the specific projects/programmes.

Duration

This will be a minimum of one year contract with possibility of extension (depending on funding availability). The incumbent need to go through a probationary period of 3 months.

Working Hours

This is a full time contract with 40 hours of work per week.

Location

This position will be based at the HERD central office with frequent visits to project/programme districts.

Qualification, Experience and Competencies

Qualification:

- Minimum post graduate degree in Nutrition, Public Health, Global Health or related discipline

Experience:

- At least 3 years of experience in Health and Nutrition with demonstrable experiences in planning, design and implementation of nutrition, maternal and child health projects and programmes
- Excellent analytical and report writing skills with demonstrable experience of working with multi-sectoral agencies
- Proven ability to analyse and use complex information to support policy development
- Proven records of accomplishment of high quality deliverables

Competencies:

- Ability of working with multi-sectoral government and development agencies.
- High level communication skills and ability to influence multi-stakeholder processes.
- Excellent analytical, report writing and communication skills, a creative and problem-solving outlook and a passion to deliver.
- Demonstrated ability to work well as a team member whilst demonstrating a genuine appetite for personal learning.
- Proven capacity of responding flexibly to a wide range of research/development tasks
- Excellent spoken and written Nepali and English